

Tempe Fire Department Policies and Procedures
Fire Captain
410.02D
Rev ~~3-31-97~~ 9-28-06

DEFINITION

Supervise and oversee fire company activities including fire suppression, emergency medical services, hazardous materials incident mitigation, fire prevention, public education, and occupancy inspections; and to oversee the daily operation and maintenance of a fire station and a fire company.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from a Battalion Chief or from other ~~supervisory~~ or management staff.

Exercises direct supervision over sworn fire staff.

EXAMPLES OF DUTIES

Duties may include, but are not limited to, the following:

- Provide an environment through leadership and example where customer service is the highest priority company activity.
- Recommend and assist in the implementation of goals and objectives; implement and positively reinforce city and departmental policies and procedures.
- Manage the fire company planning and training program to attain program objectives; establish procedures to ensure quality information flow and feedback for assigned personnel.
- Direct emergency operations until relieved by a superior officer; respond to alarms, assuming responsibility for the supervision, performance and safety of assigned firefighting personnel on the scene of an emergency incident.
- Supervise and assist in rendering first aid at an emergency medical incident.
- Supervise and participate in laying hose lines, directing water and pressure streams, placing ladders, ventilating buildings, rescuing persons, performing loss control, and clean-up operations.
- Participate in budget preparation; prepare cost estimates for budget recommendations; submit justifications for needed equipment; monitor and control expenditures.
- Direct the continuous maintenance of quarters, equipment, and apparatus at a fire station according to department standards. **Coordinate and ensure proper cleaning for station and apparatus inspections.**
- Assist in coordinating the maintenance and repair of fire suppression equipment and facilities such as trucks and support equipment; ensure proper maintenance of station facilities; maintain station supplies.
- Obtain and otherwise preserve evidence at a fire scene.
- Participate in monitoring employee performance objectives; ~~prepare employee performance reviews;~~

provide assistance to personnel under stress due to incidents; provide company training; work with employees to correct deficiencies; implement discipline procedures. Assist in preparing employee Individual Development Plan.

- Identify the fire training needs of company personnel including such areas as driving and operating equipment; ensure that necessary training is provided.
- Supervise drills and classes relating to use of tools and techniques of firefighting, first aid, rescue, street location, and hydraulics.
- Conduct fire prevention inspections and educate the general public in fire prevention.
- Prepare reports, forms, recommendations, and other required administrative procedures of the company. Complete and submit all inspections and Firehouse records on time.
- Assist other management staff in maintaining and improving upon the operation of the Department. Conduct group meetings and submit minutes.
- Perform the duties of Fire Battalion Chief as required.
- Perform related duties and staff assistance as assigned.

When assigned to Paramedic position:

- Administer emergency medical care utilizing accepted guidelines and procedures of advanced life support.
- Use appropriate techniques, equipment and training to provide intubation, defibrillation, drug therapy, intravenous access and other invasive procedures in the management of patient care.

When assigned as Training Captain:

- Serve as department training captain; assist with the design, development, implementation, and evaluation of training programs; oversee recruit and probationary training programs.

When assigned as a Weapons of Mass Destruction Captain:

- Coordinate and conduct training for the Community Emergency Response Team (CERT).
- Assist in the training of Special Operations Teams.
- Coordinate Department training for Weapons of Mass Destruction incidents.

When assigned as an EMS Training Captain:

- Serve as Department Emergency Medical Services Training Captain; assist with the design, development, implementation and evaluation of EMS training programs for ALS and BLS members.

When assigned as a FIT:

-

When assigned as Recruit Training Officer:

- Serve as departmental recruit training officer (RTO) with responsibility for the safety, education and

evaluation of firefighter recruits; assist with the implementation and evaluation of recruit and probationary training programs.

- Use of PowerPoint and other teaching equipment, programs and techniques.

QUALIFICATIONS

Knowledge of:

- Basic program development and records management.
- Principles, practices, and procedures of modern firefighting.
- Appropriate communication skills – written and verbal.
- Uniform Fire Codes and Uniform Building Codes.
- Policies and procedures of the Tempe Fire Department.
- Principles and practices of supervision and training.
- Basic letter writing and report preparation.
- Local geography including the location and source of major fire hazards in the City.
- Modern office practices, procedures and methods.
- Principles and practices of emergency medical procedures.
- Basic computer use; word processing, e-mail, Firehouse and TeleStaff.

~~When assigned to Paramedic position:~~

- ~~• Drugs carried and administered.~~
- ~~• Principles of pharmacology and toxicology.~~

When assigned to Paramedic position:

- Administer emergency medical care utilizing accepted guidelines and procedures of advanced life support.
- Use appropriate techniques, equipment and training to provide intubation, defibrillation, drug therapy, intravenous access and other invasive procedures in the management of patient care.
- Properly administer drugs as directed by base physician. Understand the principals of pharmacology and toxicology.
- Identify and communicate physical and other findings clearly to base station physician.

Ability to:

- Conduct preliminary fact-finding inspections and investigations including evidence gathering.
- Analyze emergency situations quickly and correctly and adopt effective courses of action.

- Effectively deal with people under stress.
- Operate apparatus and equipment used in modern firefighting activities.
- Research and submit budget requests.
- Supervise, train, and evaluate assigned staff.
- Instruct and lead fire training sessions and courses.
- Perform heavy lifting and physical maneuvering.
- Select and apply appropriate emergency treatment and use specialized equipment and apparatus.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.

Experience and Training Requirements

Experience:

Five years experience providing emergency fire and medical services for the City of Tempe.

Training:

Equivalent to completion of the twelfth grade supplemented by successful completion at an accredited college or university of Supervisory Training for Firefighters (FSC202), Firefighting Tactics and Strategy (FSC204/prerequisite waived at MCC), and Firefighter Safety and Building Construction (FSC208), Fundamentals of Fire Prevention (FSC108), and Human Resource Management for the Fire Service (FSC214) **or** Introduction to Fire Service Ethics (FSC119) is also required.

Additional Requirements:

Candidates must meet any one of the following requirements:

- Currently hold the position of Fire Engineer on the Tempe Fire Department.
- Eligibility for promotion to the position of Fire Engineer on the Tempe Fire Department (on the current Engineer's promotional list).
- Successful completion of Fire Hydraulics (FSC118) and Fire Apparatus (FSC117). An AAS in Fire Science Technology satisfies these course requirements.

License or Certificate

Possession of, or ability to obtain, an appropriate, valid Arizona driver's license.

Possession of, or ability to obtain, an Emergency Medical Technician certificate.

Possession of, or ability to obtain, a Radiological Monitoring certificate.

Possession of, or ability to obtain, a Hazardous Materials First Responder or Hazardous Materials Technician

certificate is required for some positions.

Possession of, or ability to obtain, a certified Emergency Paramedic certificate is required for some positions.